

Grantee Orientation & Management

OUT-OF-SCHOOL TIME
LEARNING GRANTS
DECEMBER 12, 2023



Objective

Discuss the Budget Process

Monitoring and Reporting Process

Mandatory Training

- MASP Subscription

CCRESA

(Clinton County Regional Educational Service Agency)

All grantees will be sub-recipients of the department and will be paid in full upon the grant award. Payment to the sub-recipients will be made through Clinton County RESA on behalf of the department.

Budget Approval Process

- ▶ **Budget Spreadsheet**
 - ▶ Submit to us (OST Team) for CCRESA (upon approval).
 - ▶ Sub-Awardees must also submit [W-9](#) to CCRESA.
- ▶ **Accessing NexSys**
 - ▶ MiLogin for Business: [MiLogin - Login \(michigan.gov\)](#)
 - ▶ NexSys.

Steps to Approval

Complete and submit your Budget Spreadsheet.

Once you have it completed submit to OST Team.

Upon OST Team approval it will be Submitted to CCRESA for payment.

Enter the same budget into NexSys system as part of financial reporting.

[illegible]250 - Support Services- Business

259	Administrative Costs: Administrative and Fiscal Services (i.e. payroll, accounting) utilities, rent, custodial, or organization administration, audit, Administrative Training(s), Administrative Supplies
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259	Sample: Salary and Benefits for CEO/ Administrator								
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Total 259 Administrative Costs	-	-	-	-	-	-
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Total Administrative Costs not to exceed 8% of Grant Award amount						-
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[illegible]

271 **Pupil Transportation:** Activities concerned with the conveyance of pupils to and from the program, as provided by state law. It includes trips between home and the program or trips to program activities.

271		Sample: Contracted Transportation services						-
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271	Sample: Conducted Transportation Services							
271	Sample: Salary and Benefits of Bus Driver (On-Staff)							-

271								
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2/1

NexSys Budget Approvals



Michigan's one-stop login solution for business



MiLogin for Business connects you to many State of Michigan business services through a single user ID. Whether you want to renew a business license, access CHAMPS for Medicaid billing & claims, or report wages, hours, & contributions for your employees, you can use your MiLogin for Business user ID to connect you to many Michigan government services.

Welcome to **MiLogin** for Business

User ID

[Lookup your user ID](#)

Password

[Forgot your password?](#)

Log In

Create an Account

[< Back to Home](#)

Discover Online Services

From renewing vehicle plates to getting food assistance, find and access the services you need.

Search for Services

Search

Filter by Departments

- ☐ All Departments
- ☐ Attorney General (AG)
- ☐ Center for Educational Performance and Information (CEPI)
- ☐ Department of Labor and Economic Opportunity (LEO)
- ☐ Department of Military and Veteran's Affairs (DMVA)
- ☐ Department of Technology, Management and Budget (DTMB)
- ☐ Licensing and Regulatory Affairs (LARA)
- ☐ Michigan Civil Service Commission (MCSC)
- ☐ Michigan Department of Agriculture & Rural Development (MDARD)
- ☐ Michigan Department of Corrections



Michigan Department of Education (MDE)



Authors and Illustrators QA

Welcome to the Michigan Authors and Illustrators database! The database is brought to you by the Michigan Association of Media in Education, the Library of Michigan and the Michigan Center for the Book.



Career and Technical Education Information System (CTEIS) - Train

The Career and Technical Education Information System is a web-based application that collects information for state-approved CTE programs in Michigan. Some of these data are aggregated and displayed on CTEIS Reports.

Enrollment reports are broken out by how far students have progressed in their program: participants (completed less than half), concentrators (completed more than half), and completers. Reports are available by demographic subgroups and grade or specifically by race/gender and grade.

Performance evaluation reports assess the quality of CTE programs based on measures such as student academic and technical performance, graduation from high school, placement in postsecondary education, and preparation for the workforce. Reports are available by all CTE students and by special populations.



Access your requested online services and search for more.



Department of Technology, Management and Budget (DTMB)

Clarity Project and Portfolio Management >

Michigan ID Card Access Request Process (MICARP) >

SOM Security Awareness Training (KnowBe4) >



Michigan Department of Education (MDE)

Grant Electronic Monitoring System / Michigan Administrative Review System (GEMS/MARS) >

Michigan Education Information System Account Link >

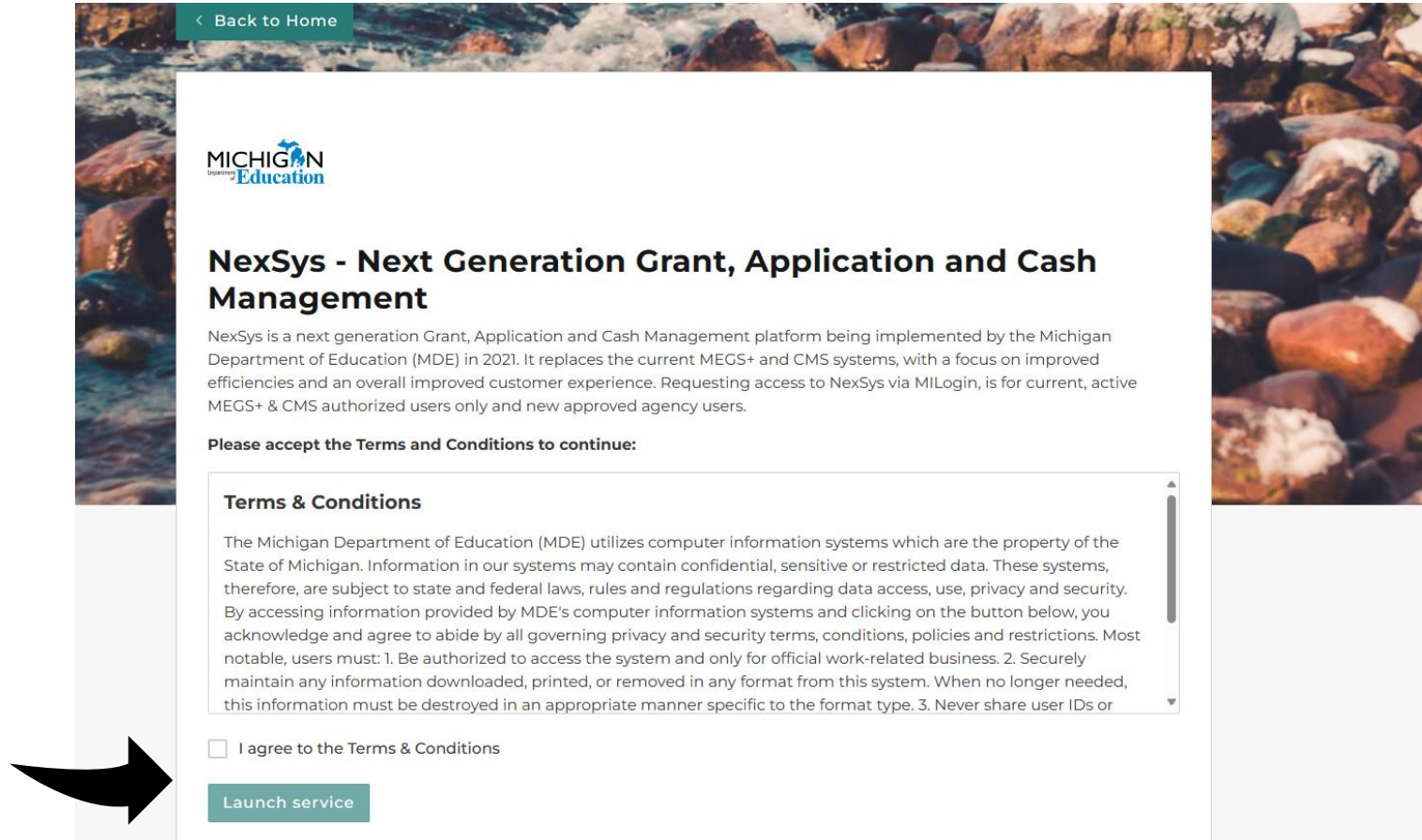
NexSys - Next Generation Grant, Application and Cash Management >



Discover Online Services

MiLogin is used to secure many **online services at the State of Michigan**. We are here to ensure your identity is safe and protected.

[Find Services](#) >



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MICHIGAN
Department of
Education

NexSys - Next Generation Grant, Application and Cash Management

NexSys is a next generation Grant, Application and Cash Management platform being implemented by the Michigan Department of Education (MDE) in 2021. It replaces the current MEGS+ and CMS systems, with a focus on improved efficiencies and an overall improved customer experience. Requesting access to NexSys via MILogin, is for current, active MEGS+ & CMS authorized users only and new approved agency users.

Please accept the Terms and Conditions to continue:

Terms & Conditions

The Michigan Department of Education (MDE) utilizes computer information systems which are the property of the State of Michigan. Information in our systems may contain confidential, sensitive or restricted data. These systems, therefore, are subject to state and federal laws, rules and regulations regarding data access, use, privacy and security. By accessing information provided by MDE's computer information systems and clicking on the button below, you acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions. Most notable, users must: 1. Be authorized to access the system and only for official work-related business. 2. Securely maintain any information downloaded, printed, or removed in any format from this system. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. 3. Never share user IDs or

☐ I agree to the Terms & Conditions

Launch service

Dashboard

Announcements

Any FER that was not filed by the 11/29/23 deadline will be available to be reopened on Friday December 1st after 9:00 a.m. Please contact your program office contact at MDE if you need to request a FER to be reopened.

Welcome to NexSys! The Michigan Department of Education is excited to launch its new grant, application and cash management system. Questions or concerns can be directed to:

Applications: MDE-NexSys-Applications@Michigan.gov

Cash Management: MDE-NexSys-Accounting@Michigan.gov

Or visit the NexSys website: Michigan.gov/MDE-NexSys

My Tasks

[Initiate Related Document](#)

[Filter](#)



Home

Administration ▾

Searches ▾

Reports ▾

Accounting ▾



Application Search

Search Criteria

Document Number

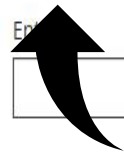


Fiscal Year

My Application/Task

Status

End



Person

Clear

Search

Applicant = Fiscal Agent

- ▶ The Applicant Organization's Level 5 initiates the NexSys application
 - ▶ CEO, Executive Director, Program Director, etc.
- ▶ The Applicant Organization is the FISCAL AGENT for this grant

[← Back to Home](#)

Discover Online Services

From renewing vehicle plates to getting food assistance, find and access the services you need.

Search for Services

Filter by Departments

- ☐ All Departments
- ☐ Attorney General (AG)
- ☐ Center for Educational Performance and Information (CEPI)
- ☐ Department of Labor and Economic Opportunity (LEO)
- ☐ Department of Military and Veteran's Affairs (DMVA)
- ☐ Department of Technology, Management and Budget (DTMB)
- ☐ Licensing and Regulatory Affairs (LARA)
- ☐ Michigan Civil Service Commission (MCSC)
- ☐ Michigan Department of Agriculture & Rural Development (MDARD)



Search for a specific service or discover more by filtering the department

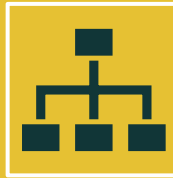
Center for
Educational
Performance
and Information
(CEPI)

Email forms to cepi@michigan.gov

Sub Awardees

- ▶ MUST be registered in the Education Entity Master (EEM).
 - ▶ Agency must submit CEPI Security Agreement form.
- ▶ MUST have a MiLogin for Business (formerly Third Party).
 - ▶ Or use your current MiLogin account.
 - ▶ Access to NexSys.

Allowable Expenditures



General Rule:



All expenditures must be
necessary and reasonable.

ALLOWABLE EXPENDITURES

Please review 2023-24 Out-of-School Time (OST) Grants Use of Funds document found on our website.

Exercise Good
Judgement:

Please note:
All grant expenditures are subject to audit.

Unallowable Expenses

- ▶ **NO Capital Improvements:**
 - ▶ No remodeling
 - ▶ No installations
 - ▶ No permanent structures or improvements
 - ▶ No purchase of vehicles
 - ▶ No property purchases
- ▶ **NO Purchases for Personal Use**
 - ▶ No gifts to staff or students
 - ▶ No gift cards for any use

Allowable Expenditure Definitions

- ▶ Function Codes – MDE/MiLEAP's accepted categories of spending for this grant award.
- ▶ Object Codes – Defines the type of expenditure.
 - ▶ 1000 Salaries - All personnel paid in full or part by this award.
 - ▶ 2000 Benefits – Includes employer-paid Health Ins, Soc. Sec., Workers' comp, etc.
 - ▶ 3000-4000 - Purchased Services – Services contracted to support the project.
 - ▶ 5000 - Supplies and Materials – Necessary supplies for project implementation.
 - ▶ 7000-8000 – Other Expenditures (district or ISD specific codes)
- ▶ Description – Details of expenditures by Object Code for each category.

[illegible]250 - Support Services- Business

259	Administrative Costs: Administrative and Fiscal Services (i.e. payroll, accounting), utilities, rent, custodial, or organization administration, audit, Administrative Training(s), Administrative Supplies
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[illegible][illegible]

Total 2024 Administrative Costs						
Total Administrative Costs not to exceed 8% of Grant Award amount						

[illegible]

Z70 - Pupil Transportation					
FYAP	DIST	Line Item	Account	Amount	Notes

271 Pupil Transportation: Activities concerned with the conveyance of pupils to and from the program, as provided by state law. It includes trips between home and the program or trips to program activities.
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[illegible]

Function Code: 250 – Support Services: Business

259 - Support Services- Business (i.e. Grant Administrative Costs)

Costs for administrative and fiscal services (i.e. payroll, accounting, utilities, rent, custodial, or organization administration).

- ▶ The total of these costs **may not exceed 8%** of the total grant amount awarded.
- ▶ Non-direct service personnel.
- ▶ If the payroll and accounting services are in-house, Salaries and Benefit categories must be used.
- ▶ Only the portion of the utilities, rent, custodial, or organization, administration that applies to this grant may be charged here.
- ▶ **HINT:** Calculate the percentage of services based on the percentage of time and number of additional students served with these funds.

Function Code: 250 – Support Services: Business

259 - Other Business Services: Grant Administrative Costs

Costs for administrative and fiscal services

- ▶ Administrative supplies and materials
- ▶ Administrative purchased and contract services
 - ▶ Professional development, administrative subscriptions, or software, etc.
- ▶ Program marketing

FUNCTION CODE: 270 – Pupil Transportation

271- Pupil Transportation: Activities concerned with the conveyance of pupils to and from the program, as provided by state law. It includes trips between home and the program or trips to program activities.

- ▶ Cost of bussing to and from the program.
- ▶ Paying bus drivers (salaries and benefits).
- ▶ Contractual services for providing bus transportation.
- ▶ Mileage cost for specific trips (purchased services).
- ▶ ALL must be prorated to cover the students funded by this award.

FUNCTION CODE: 310 – Community Services

311- Community Services (Direction & Management): Activities concerned with directing and managing community services activities, i.e., Program Director and professional development for staff.

- ▶ Grant Director/Administrator (prorated salary portion).
- ▶ Clerical assistant to the administrator (prorated).
- ▶ Contracted services (vendors) providing professional development services.
- ▶ Professional development pay (staff salaries for training time).
- ▶ ALL must be prorated to cover the students funded by this award.

FUNCTION CODE: 330 – Community Activities & Services

331- Community and Family Engagement Activities: Parental and Family Engagement and Involvement Activities.

- ▶ Family events or materials for recruiting students.
- ▶ Family events to showcase student accomplishments.
- ▶ Purchased and contracted services (vendors) providing family programming services.
- ▶ Supplies for family engagement activities.
- ▶ ALL must be prorated to cover the students funded by this award.

FUNCTION CODE: 350 – Custody & Care of Children

351- Direct Program Activities: Activities and staffing, supplies and materials, field trips, vendors/contracted services, etc.)

- ▶ Majority of the budget.
- ▶ All programming for the students (staff, supplies and, materials).
- ▶ Field trip fees.
- ▶ Contracted/ purchased services (vendors) providing student programming activities.
- ▶ ALL must be prorated to cover the students funded by this award.

A Note about Food

- ▶ A high-quality program meets the needs of the whole child.
- ▶ Children and Youth are hungry after school and during the summer program.
- ▶ Licensed programs qualify to serve meals through the Child and Adult Care Food Program (CACFP).
 - ▶ Contact: www.michigan.gov/cacfp
 - ▶ Plan now for summer meals as well.
- ▶ Grant funds should be used only as a last resort and with discretion when providing food for the students.

Grant Reporting

Compliance

State School Aid Grant Compliance:

- ▶ eCFR :: [2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).
 - ▶ Grant Compliance – for Sub-awardees receiving \$750,000 or more an audit is mandated at recipients expense (Part of Administrative Costs).
- ▶ Requires documentation of all personnel expenses.
- ▶ Organizations receiving State School Aid funds must develop a [Compensation-Personal Services policy and procedure](#).
- ▶ If there is no current policy and procedure for logging time and effort for personnel programs, you may wish to adapt the sample document.

General Ledgers

Vendor Contracts, Purchase Orders/Receipts (with Grant Funds), Payroll ledgers, and additional fiscal costs.

- ▶ Submission of Financial(General Ledgers) reports to MiLEAP-OST@Michigan.gov
 - ▶ Submission Dates: 2/29/24; 4/29/24; 6/28/24; 8/29/24; 9/27/24
- ▶ Student Attendance:
 - ▶ Submission Dates: 2/29/24; 4/29/24; 6/28/24; 8/29/24; 9/27/24

Program Enrollment & Attendance

PROGRAMMATIC DATA REPORTING:

- ▶ Programs must provide program implementation data, including enrollment and demographic information, to evaluate the program as determined by the Department.
- ▶ The department in collaboration with an evaluation company will collect information on grant program implementation efforts. All grantees are required to participate in this data reporting based on the recommendations of our evaluation contractor. This includes youth counts, program attendance, and program activities.
- ▶ You may wish to adapt the MiLEAP/MDE sample in the following slide.

Double-click to hide white space

OUT-OF-SCHOOL TIME (OST)



Applicant						
First	Middle	Last	Nickname	Birthday	Gender	How did you hear about us?
Race		Hispanic	English Proficiency	Other Language	Other Language Proficiency	
<input type="checkbox"/> Asian		<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Yes	<input type="checkbox"/> Little	<input type="checkbox"/> Little	
<input type="checkbox"/> Black		<input type="checkbox"/> Hawaiian/Pacific Islander	<input type="checkbox"/> No	<input type="checkbox"/> Moderate	<input type="checkbox"/> Moderate	
<input type="checkbox"/> White		<input type="checkbox"/> Multi-Racial		<input type="checkbox"/> None	<input type="checkbox"/> None	
<input type="checkbox"/> Other: _____				<input type="checkbox"/> Proficient	<input type="checkbox"/> Proficient	
Child's Age:		What school does child attend?		Child's Grade level		
Does your child have any needs or accommodations?			If so, please specify:			
<input type="checkbox"/> Yes or <input type="checkbox"/> No			_____			
What programs are you interested attending?		Program Days Interested	Allergies	Check all that apply:		
<input type="checkbox"/> Health & Wellness		<input type="checkbox"/> S.T.E.A.M. Activities	<input type="checkbox"/> Yes	<input type="checkbox"/> Food Allergies		
<input type="checkbox"/> EXCEL		<input type="checkbox"/> Field Experiences	<input type="checkbox"/> No	<input type="checkbox"/> Seasonal Allergies		
<input type="checkbox"/> Literacy Program		<input type="checkbox"/> Girls Mentoring		<input type="checkbox"/> Other: _____		
<input type="checkbox"/> Boys Mentoring		<input type="checkbox"/> Monday				
		<input type="checkbox"/> Tuesday				
		<input type="checkbox"/> Wednesday				
		<input type="checkbox"/> Thursday				
		<input type="checkbox"/> Friday				
Email Address:						
Contact Information						
Current Address		Apt #/ Unit #	ZIP	City	State	County
Mailing Address						
Same as living?		Mailing Address	Apt #/ Unit	ZIP	City	State
<input type="checkbox"/> Yes <input type="checkbox"/> No						
You Primary Phone Number		Type (check one)		Do you receive text messages?		
		<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work ext. _____		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Parental Status (check one)		Homeless Family	Active Duty Military	Referred by Child Welfare Agency	Receiving SNAP	WIC
<input type="checkbox"/> Single Parent Home		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> Two Parent Home		<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No



Emergency Contacts				
Contact 1	Name	Relationship	Release To	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Address	ZIP	City	State
	Phone Number 1	Phone Number 2	Phone Number 3	
	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	
Contact 2	Name	Relationship	Emergency Contact	Release To
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Address	ZIP	City	State
	Phone Number 1	Phone Number 2	Phone Number 3	
	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	

Grant Deviations !!!

- ▶ Any deviations from what you submitted in your application **MUST BE COMMUNICATED to the OST Team by emailing us at**
MILEAP-OST@Michigan.gov
- ▶ The OST Team requires bi-monthly reports (general ledgers, attendance).
 - ▶ Upon review, request for invoices, and receipts may be required.
- ▶ We will always give grantees the opportunity to correct any mistakes.
- ▶ The OST Team is here to be supportive and help with any challenges, please call or email us.
- ▶ Please KEEP us in the LOOP of things going on. The OST Team has experience as Program/Project Directors.
- ▶ **If consistent uncommunicated deviations persist your grant will be terminated.**
- ▶ **Funds will be requested to be returned to CCRESA.**
- ▶ If there are issues with recoupment, the OST Team will take the necessary actions and turn the collection over to the Department of Treasury.

Mandatory Training

Professional Development & Access

- ▶ Successful applicants must commit to training on the following:
 - ▶ Grant Management, Implementation, Orientation.
 - ▶ Fiscal Best Practices.
 - ▶ Program Licensing & Standards of Quality.
 - ▶ Continuous Quality Improvement.
- ▶ Michigan Afterschool Partnership (MASP) Weekly Afterschool Bulletin and STEM Connection (Newsletters)
 - ▶ The desire is that everyone has access. Please share link with your staff also.

ACKNOWLEDGMENT

- All publications including reports, films, brochures, and any project materials developed with funding from this program, must contain the following statement:

“These materials were developed under a grant awarded by the Michigan Department of Lifelong Education, Advancement, and Potential in partnership with the Michigan Department of Education.”

QUESTIONS?

- ▶ Programming or allowable expenditures?
 - ▶ MiLEAP-OST@michigan.gov
- ▶ Educational Entity Master (EEM)?
 - ▶ cepi@michigan.gov
- ▶ NexSys-Application/system?
 - ▶ Mde-nexsys-applications@michigan.gov
- ▶ CC the OST Team when communicating to other departments, that way we can stay in the loop and better assist you.

Questions & Answers

- ▶ Training and Technical Assistance (TA)
 - ▶ Please reach out to us if you have any questions, via email to
 - ▶ MiLEAP-OST@Michigan.gov
 - ▶ Week of 12/18/23 - 12/21/23
- ▶ Open time for Questions pertaining to General group.
 - ▶ Any specific questions about "Your" specific grant please schedule a one-on-one appointment.

SUBMISSION DATES

- ▶ Submission of Financial(General Ledgers) reports to MiLEAP-OST@Michigan.gov
 - ▶ Submission Dates: 2/29/24; 4/29/24; 6/28/24; 8/29/24; 9/27/24
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